



South Orpington Learning Alliance Application Form

Job you are applying for:

For Support Staff Appointments

Name of school you are applying to: _____

The following information is necessary to ensure that full consideration can be given to all candidates. The information given will be treated as confidential.
Please complete **all 6 pages** of the application form **in black ink or type**.

Closing date:

At the SOLA Trust we have a strong focus on building a diverse and inclusive environment for all staff and the wider school community. We are a Disability Confident Committed Employer and champion inclusion beyond legislation. We welcome applications from all qualified applicants.

Personal Details

Surname: _____ Preferred Title (eg. Mr, Ms, Mx): _____
(BLOCK CAPITALS)

First Name/s: _____ Preferred Name/s: _____

Pronunciation/Phonetically pronounced: _____

Address: _____

Postcode: _____

National Insurance No.									
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Are you an existing employee? YES NO

Do you have the Right to Work in the UK? YES NO

Your Contact Number/s: _____

Your Email Address/es: _____

When would you be able to take up this appointment? _____

Employment Details – please give details of your current or most recent employer.

Name and address of current or most recent employer	Post held and salary <i>(Proof of salary may be required)</i>	Date appointed	Date left or notice required	Reason for leaving <i>(if applicable)</i>

Current job - Write a brief description of your present (or most recent) duties/responsibilities stating to whom you report (ie their position) and, if appropriate, who reports to you. You may wish to attach a simple diagram of your position in the organisation.

Previous Employment – Please show most recent employer first and give details of any gaps in employment

Name and address of current or most recent employer	Post held and salary <i>(Proof of salary may be required)</i>	Date appointed	Date left or notice required	Reason for leaving <i>(if applicable)</i>

Education, Qualifications and Membership of Professional Associations – Please give details of your education and qualifications obtained. This includes any qualifications, which you are studying now. You will be required to prove you have obtained these qualifications.

Name of school, college, university/ Professional Association	Qualifications/Membership Level	Date achieved

Training – Please give details of any training you have had, which is relevant to this job. Include any on the job training as well as formal training courses. There is no need to mention any courses already listed in the Education Section.

Title of training programme/course and brief description	Date started/completed

Relevant Skills and Experience – Please set out on a separate sheet why you are applying for the post and how well you meet the requirements of the person specification, e.g. the skills and abilities, experience and knowledge etc needed to do the job. **Wherever possible give practical examples from your current or previous employment. Examples may also include any voluntary or social activities if you consider them relevant to the requirements of the job.**

Interests outside of education (optional)

Please use the space below to include information about your personal interests and hobbies, where you think they may be relevant to your application.

References – All candidates must give details of two referees. The first referee must be your current or most recent employer. If you are a school/college leaver, please give the name and address of head teacher/tutor and also manager of most recent work experience placement – if applicable. You should not be related to your referees. The second referee should be a previous employer or someone who can comment on your ability. **Please note that references should cover the three years prior to application.**

SOLA Internal applicants – the first referee must be your line manager.

Referee (Full Name):	Referee (Full Name):
Position:	Position:
Employer/School:	Employer/School:
Professional Relationship to you:	Professional Relationship to you:
Address:	Address:
Phone:	Phone:
E-mail:	E-mail:
Period known (years):	Period known (years):

Please note that if you are invited to an interview both references will normally be taken up BEFORE INTERVIEW. Any offer of employment will be conditional until satisfactory references have been received.

Gaps in employment – Please list any gaps together with the reasons for the gaps, if not already noted in Previous Employment



Applicants with Disabilities and/or Additional Needs – *The Trust operates an interview guarantee scheme for applicants who declare they have a ‘disability’ as defined in the Disability Discrimination Act 1995 and meet the requirements for the job. If you consider that you have a disability relevant to the performance of the duties described in the job description for the post, please provide some additional details below. You may also state any other conditions. The Trust will make reasonable adjustments where possible.*

Any assistance you will benefit from if called for interview	Any equipment or adaptations that will assist you to meet the requirements of the job description
eg. <ul style="list-style-type: none"> ● providing interview questions in written format during the interview. ● changing the time, location or format of interviews. ● additional time for assessment activities. ● parking on site etc. 	eg. <ul style="list-style-type: none"> ● preferred font and font size in written communication

Additional Information

Are you applying for the post on a job share basis? YES NO

If YES, and you have a job share partner please state their name: _____

Do you have: (a) a full current driving licence? YES NO

(b) a car you can use for work? YES NO

Are you related to any staff member with financial, staffing or curriculum oversight in the Trust? _____

If yes, please state their name: _____

Please indicate where you saw the post advertised: _____

Warning – Canvassing of, or failing to disclose a relationship to a member of staff may disqualify you.

Protection of Children

If you are invited to interview you may be required to answer formal questions as to whether or not you have unspent criminal convictions or summonses pending against you. Spent convictions must be disclosed for certain posts, e.g. Teachers as these are exempt from the provisions of the Rehabilitation of Offenders Act 1974. Some posts are subject to political restrictions. If any of the above applies to the post you are applying for, further details will be made available to you.

To be signed, by hand, by all applicants (or insert an electronic copy of your wet signature)

I confirm that, to the best of my knowledge, the information on this form is true and correct.

I am in possession of the certificates which I claim to hold and understand that willful falsification may result in dismissal if I am appointed.

I understand that any offer of employment will be subject to a satisfactory Enhanced Disclosure and Barring Service check as well as references and a medical check.

Signed _____

Date _____

Safeguarding and Equal Opportunities

The SOLA Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any offer of appointment for post is subject to a satisfactory Enhanced Disclosure and Barring Service check as well as references.

The SOLA Trust is committed to promoting and building a diverse and inclusive climate by extending diversity and inclusive awareness throughout our community. We aim to build and sustain a diverse and inclusive community where all individuals are appreciated and respected.

Data Protection

Under the terms of the General Data Protection Regulation 2018, the information you provide on this form will only be used by the Trust for the purpose of assessing your suitability for employment, for monitoring policies and procedures, and for personal management purposes.

For any position that you apply for, if unsuccessful, this information may be retained on file for six months. The information may be used in internal proceedings to consider a complaint about the selection process and/or to defend against a legal challenge to the fairness of the selection process from any interested party. The information you provide to us on this form may also be used in the prevention and detection of crime and fraud, or shared with other bodies administering public funds solely for this purpose.